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# **AAA109 – Advanced Academic Achievement**

# **Syllabus**

Instructor: Eric Perry

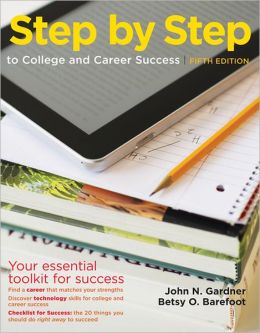
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## Course Description:

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance.

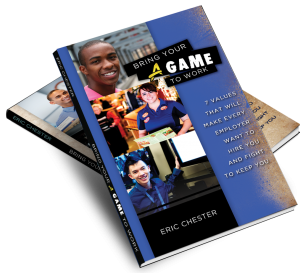
Students will learn strategies for college success in the following skills:



1. Create educational and career plans   
   - Set long-term and short-term academic goals  
   - Identify campus resources for academic success.   
   - Identify career interests and campus resources for career planning.
2. Demonstrate effective communication skills
3. Demonstrate enhanced personal management
4. Integrate critical and creative thinking in all activities
5. Demonstrate an awareness of community and diversity
6. Demonstrate leadership qualities
7. Enhance personal strategies for improved academic proficiency   
   - DPS/ACC’s Student Learning Outcomes

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## Required Textbooks:

* *Step by Step to College and Career Success (5th Edition)*; ISBN: 978-0-312-67812-8
* *Bring Your A Game to Work -* Textbook ISBN: 978-0-9847528-0-5
* *Bring Your A Game to Work –* Workbook ISBN: 978-0-9651447-7-3

**Credits:**

* Min. Credit: 0.0 (If Failed)
* Max Credit: 5.0 (High School)

3.0 (Concurrent Enrollment Credit – ACC)

**Course Requirements / Qualifications:**

**This course provides a select number of high school students to earn college credit (free of charge) and experience some of the rigors of college. Therefore, you will be treated as a college student.**

**In order to receive college credit students must meet all of the following:**

1. Currently hold a GPA of 2.75 or higher (if not – showing progression)
2. Able to enroll in ACC (meet **ALL** admissions requirements (you will need to submit your Social Security Number (SSN) to register)
3. **Earn a C+ or higher in this class**

***Guaranteed Transfer (GT) –*** *Credits earned are guaranteed for accreditation to any college / university in Colorado.*

**Course Outline:**

**Chapter 01  
Beginning College**Setting Goals for Success

Types of Colleges

High school vs. College

***Work Ethic Topic: Ambition***  
**Chapter 02  
Managing Your Time**Taking Control of Your Time   
Creating a Workable Class Schedule   
Organizing Your Day 

***Work Ethic Topic: Attendance***  
**Chapter 03  
Technology in College**Some Basics of College Technology   
Learning Management Systems   
Information Literacy   
Social Media

**Chapter 04  
You and How You Learn**

Understanding Who You Are

Identifying your MotivationsBeing an Engaged Learner  
Learning How You Learn Best: The VARK Learning Styles Inventory 

**Chapter 05  
Thinking Critically**Becoming a Critical Thinker   
Being Aware of Logical Fallacies   
Thinking Critically about Arguments

***Work Ethic Topic: Attitude***

**Chapter 06  
Listening & Taking Notes**Knowing the Basics of Listening and Note-Taking  
Taking Notes in Non-lecture and Quantitative Courses   
Reviewing Your Notes 

**Chapter 07  
Communicating Clearly**Understanding the Basics of Writing; Improving your Writing  
Electronic Research   
Becoming a Better Public Speaker   
**Chapter 08  
Taking Exams & Tests**Preparing for Tests   
Strategies for Understanding, Remembering, and Studying   
Academic Honesty and Misconduct   
**Chapter 09  
Managing Money**Living on a Budget  
Getting Financial Aid   
Managing Credit Wisely

***Work Ethic Topic: Accountable***

**Chapter 10  
Appreciating Diversity**Understanding and Experiencing Diversity  
Types of Diversity / Diversity on Campus  
Discrimination, Prejudice, and Insensitivity on College Campuses

***Work Ethic Topic: Appreciation***

**Chapter 11  
Majors & Career Choices**Careers and the New Economy  
Aligning Your Sense of Purpose and Your Career  
Exploring Your Interests 

***Work Ethic Topic: Acceptance***

**Chapter 12  
Staying Healthy**Managing Stress  
Nutrition and Weight Management   
Sexual Health   
Substance Abuse

***Work Ethic Topic: Appearance***

**Grading:**

**Assessment**

The instructor will use a combination of objective and subjective tests, group projects, homework assignments, class discussion/participation, class attendance and any other grading criteria that is consistent with college policy.

**ACC Policies and Procedures**

**Make up Work:** If a student has an **excused absence** their assignment will be entered in IC as an incomplete. Students have 1 day for every day absent to complete the work they missed. If a student is absent unexcused and assignments/tests/quizzes are given that day etc., students will not have a chance to make up these points.

**Late Work: PLEASE READ: Late Work of ANY kind (outside of excused absences) WILL NOT BE ACCEPTED! If you are absent (excused) on a due date for an assignment, you will lose 10% from your grade.**

**Student Initial**: \_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Academic Integrity:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Arapahoe Community College Disciplinary Procedures.

Arapahoe Community College is committed to academic honesty and scholarly integrity. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected and encourage d to contribute to such an environment by observing all accepted principles of academic honesty. Academic misconduct violations include but are not limited to:

1. **Plagiarism** - includes, but is not limited to:
   1. The use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate citations. Common knowledge does not need to be cited. However, common knowledge may differ among academic disciplines. When in doubt, cite the source.
   2. Submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, web-based materials, or other material as one's own work when such work has been prepared by another person or copied from another person (including electronic media sources).
   3. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (including electronic media).
   4. Handing in the same paper in more than one class is generally considered self-plagiarism. Students must first discuss and receive written permission from the instructor to use the same paper in more than one course.
   5. Faculty will use various methods, including plagiarism detection software, to determine academic dishonesty.
2. **Cheating** - includes, but is not limited to:
   1. Use of any unauthorized assistance in taking quizzes, tests, or examinations.
   2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
   3. Collaborating on projects, assignments, or exams where such collaboration is expressly forbidden by the instructor or where the syllabus states the default must be the student’s own work.

**Student Conduct:** Admission to Arapahoe Community College implies that you agree to respect the rights of others and observe moral and civil laws. Interference with the normal processes of education in the classroom or elsewhere on the campus will be regarded as unacceptable conduct, warranting suspension or dismissal. Complete Student Code of Conduct is at this website:

**ADA:** Students with a documented disability who needs

reasonable accommodations to achieve course objectives

should notify the instructor within the first week of class.

**Attendance:** Your attendance is crucial for successful completion of this course. Attendance will be taken daily the entire semester. If you miss class (see, Make up Work above). It will be up to you to get any notes from another student in the class. Please make sure you are on time to class. Three (3) tardies will result in 1 unexcused absence. **Five unexcused absences will result in a 10% reduction in your final grade. Ten or greater unexcused absences per semester will automatically result in an ‘F’ (failing) final grade.**

**Grading Scale:** The grading scale to be used is:

A=90-100%.....Superior mastery or achievement.

B=80-89%.......Better than average mastery

C=70-79%.......Acceptable mastery or achievement.

D=60-69%.......Less than acceptable mastery or

achievement.

**Assignment Weighting:** Attendance 10%

Participation/Discussion 20%

Homework/ Writing Assignments ` 20%

Quizzes / Midterm 20%

Final Exam / College & Career Project 30%

**Course Agreement – AAA-109 Concurrent Enrollment Class**

Please sign and date below and return to me by **Friday, September 2, 2016**

By signing below, I agree to the expectations and standards set by Thomas Jefferson High School and Arapahoe Community College (ACC).

Student Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_